



CALIFORNIA STATE TREASURER'S OFFICE JOB OPPORTUNITY

CLASS: Staff Services Analyst
TENURE: Permanent
TIME BASE: Full-Time
SALARY: \$2817 - \$4579*

* Maximum salary increase of 3% included provided incumbent has 12 qualifying pay periods.

DUTIES:

Under the general direction of the Treasury Program Manager I of the Collateral Management Unit, this position performs financial work of average difficulty related to the section's responsibilities as legal custodian for securities.

DESCRIPTION OF ESSENTIAL FUNCTIONS:

- Responsible for performing the average to more complex activities associated with the purchase, sale and redemption of securities held for Time, Demand, and Agency banks, Bond Proceeds, Fiscal Agent and Custodian collateral accounts.
- Processes security transactions accurately and timely and transmits the completed security transaction documents to depository banks. Monitors redeemed and called securities to ensure they are replaced or released appropriately.
- Independently researches and verifies new security types and market values through a variety of sources including Bloomberg, the Internet, and financial institutions.
- Maintains the Master Spreadsheet to ensure its balances reconcile to the automated system on a daily basis. Maintains accurate financial records and ensures balances are in compliance with the bank deposit laws and regulations.
- Independently gathers and analyzes securities data and take the appropriate corrective action for any errors or problems with financial institutions that are under collateralized. Monitors collateral levels daily and ensures deposits are fully collateralized and satisfy State banking laws.
- Interprets laws, regulations, and other legal documents. Responds to collateral level requests and submits updated collateral levels after any adjustment in par value.
- Communicates frequently with officers of over 100 financial institutions statewide to ensure transactions are processed accurately and timely and to research and resolve routine and technically difficult security transactions and delivery problems. Reviews and analyzes monthly asset reports of collateral held by the depository banks.
- Utilizes the Bloomberg and CitiDirect database to research the market values to ensure balances are in compliance with the bank deposit laws.
- Reviews, analyzes, and updates the value of mortgage notes and securities held as collateral by reflecting principal payments and analyzing repayment trends. Provide monthly statistical reports.
- Helps develop new procedures and ideas that improve the securities clearance function. Evaluates, recommends, and helps implement various program or policy changes.

- Provides technical assistance to staff and assists in data research and serves as a backup.

DESIRABLE QUALIFICATIONS:

- Ability to analyze situations and take effective action using initiative, resourcefulness and good judgment.
- Ability to establish and maintain cooperative working relationships
- Ability to work under pressure and handle multiple priorities
- Strong verbal and written communication skills
- Courtesy and tact
- Good work habits and dependability
- Responsive to the needs of the department, other state agencies and the public

CONDITIONS OF EMPLOYMENT:

Fingerprinting and Background Check are required.

WHO SHOULD APPLY:

Individuals who possess the qualifications listed above and are interested in a lateral transfer or have employment list eligibility as a **Staff Services Analyst**.

This position is subject to SROA clearance policies. Surplus employees who meet the requirements are encouraged to apply. Employees in the State Treasurer's Authorities and Commissions are encouraged to apply if interested in the position. **ONLY THE MOST QUALIFIED APPLICANTS WILL BE CONSIDERED.**

PLEASE STATE THE SOURCE OF YOUR ELIGIBILITY. (I.E., LIST ELIGIBILITY, SROA, SURPLUS EMPLOYEE, ETC.) If your source of eligibility is LIST ELIGIBILITY please provide proof of eligibility for admittance to the SSA examination, i.e., college degree or transcripts of completed number of units required for admittance to the exam. If you do NOT indicate the source of your eligibility, you may not be considered for an interview. Also, list the number "820-350-5157-002" next to the classification on your application/resume, i.e., Staff Services Analyst, 820-350-5157-002.

FINAL FILING DATE:

Applications will be accepted until **August 2, 2013.**

SUBMIT APPLICATIONS TO:

Nicole Yousefi
Personnel Office
State Treasurer's Office
915 Capitol Mall, Room 538
Sacramento, CA 95814

IF YOU HAVE QUESTIONS, PLEASE CALL:

PUBLIC (916) 653-3100
CALNET (916) 453-3100

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